



Parkhall Integrated College Student Car Use Policy

Agreed by Board of Governors: June 2023

To be reviewed: June 2027

1. Rationale

Students come from a wide catchment area and sixth form students may find it convenient to drive to college. Bringing a car to college is a privilege afforded to sixth form students, not the right of a student. As such, students will sign the declaration pledging that they will follow the regulations of the car policy, adhering stringently to the safety rules, and parent/guardians will sign to support this. Parkhall Integrated College would like the experience of being in the sixth form to be a purposeful and enjoyable one; to an extent, the privilege of being allowed to park a car in the college grounds is an expression of that desire. If such a privilege is to be workable then students need to observe the guidelines and value this contract.

2. Guidelines

2.1 Road Safety

There remains an unacceptable level of road injuries and road deaths on our roads, and we should be ever mindful of the comparatively low level of experience of newly qualified drivers. Subsequently, all colleges have procedures in place to protect their students, to protect the college from liability, to honour their duty of care and to safeguard other people in the college grounds. As ever, we request the support from parent/guardians and guardians to reinforce the messages of road safety with their young people. The college does not permit the use of motorcycles.

2.2 Safety and Security of Cars

- All vehicles, and all valuables left in cars will be left at the owner's risk. It is advised, therefore, that any valuables, personal or expensive items should be secured out of sight in the boot or dashboard pocket of the car to reduce the opportunity for theft.
- Students bring their cars in at their own risk. The college will not be held responsible for any damage to cars.

2.3 College Regulations

For the safety and wellbeing of all members of the college community it is necessary for the college to have some fundamental conditions which must be adhered to by all students who are granted permission to park their vehicles in the college grounds. Please remember that you have been entrusted as an individual with the responsibility to drive in the college grounds. We, therefore, expect you to comply with the following:

- a) All drivers must always drive with the utmost care and attention.
- b) To arrive in college on time and to park **only** in the sixth form car park designated area. As these areas are on the main thoroughfare, extra care must be taken when entering and exiting the car parks.
- c) The car is not to be used throughout the college day without permission from the driver's Head of Year or a Vice-Principal. This includes travel within the college grounds.
- d) The driver and the passenger(s) must both present a letter of consent from their parents/guardians, clearly indicating that they are fully aware of the arrangement and that full insurance is in force.
- e) Student drivers must not exceed the maximum speed of 10 mph in the college grounds. They must always drive with due care and attention.
- f) Drivers may not carry passengers unless express permission has been given by a Head of Year/Vice Principal, and a 'permission to carry passengers' form has been submitted.
- g) All cars must have valid road tax, MOT and certificate of insurance.

In the interest of health and safety for other students and staff, and to preserve the grounds, motorbikes of any size belonging to students may not be driven on or into the grounds of the College at any time. A violation of any of these conditions may lead to permission to park in the college grounds being revoked. If a student, subsequently, parks or brings the car to college without permission it will be treated as serious misconduct.

2.4 Breach of Parking Regulations

Breaking the conditions within this policy will result in (at least) the following actions. These represent the minimum action that may be taken and only refers to the right to park a car on college grounds; additional sanctions may apply

<p>Stage 1 Student Breaking car permit rules</p>	<p>Student made fully aware of the car policy One week permit suspension Detention issued</p>
<p>Stage 2 Further breach of regulations</p>	<p>Car permit suspended (usually one term or equivalent) Parent/guardians Informed</p>
<p>Stage 3 Further breach of regulations VP Involved</p>	<p>Car permit withdrawn permanently</p>
<p>Stage 4</p>	<p>Formal disciplinary procedures</p>

Driving recklessly or driving an unregistered car on college grounds is considered a serious disciplinary offence and is likely to result in a permanent ban from driving within the grounds.

APPENDIX 1

APPLICATION FOR STUDENT TO DRIVE AND PARK IN COLLEGE GROUNDS

STUDENT DETAILS	
Full Name:	
Year:	
CAR DETAILS	
Registration No:	Make:
Model:	Colour:

This permit is issued on the understanding that the following rules and regulations are complied with:

- All drivers must always drive with the utmost care and attention.
- To arrive in college on time and to park **only** in the sixth form car park designated area. As these areas are on the main thoroughfare, extra care must be taken when entering and exiting the car parks.
- The car is not to be used throughout the college day without permission from the driver's Head of Year or a Vice-Principal. This includes travel within the college grounds.
- The driver and the passenger(s) must both present a letter of consent from their parents/guardians, clearly indicating that they are fully aware of the arrangement and that full insurance is in force.
- Student drivers must not exceed the maximum speed of 10 mph in the college grounds. They must always drive with due care and attention.
- Drivers may not carry passengers unless express permission has been given by a Head of Year/Vice Principal, and a 'permission to carry passengers' form has been submitted.
- All cars must have valid road tax, MOT and certificate of insurance. A copy of these certificates must be presented to the college office.

Failure to comply with the regulations as detailed above may result in the withdrawal of this privilege and the matter may become a further disciplinary concern.

STUDENT DECLARATION: I agree to abide by the above regulations:

(Student's Signature)

(Date)

PARENT/GUARDIAN CONSENT: I have discussed the rules and regulations with my young person and give my permission for him/her to bring his/her car to college and park on college grounds. I understand that s/he will lose the right to park on college grounds if s/he breaks any of the regulations above.

(Parent/Guardian's Signature)

(Date)

COLLEGE USE ONLY
Application Approved:

Date:

APPENDIX 2

APPLICATION TO CARRY PASSENGERS

TO: Parent/Guardian

RE: Carriage of Passengers

Please list below the names of passengers you give permission to travel with your young person to and from college.

A note from the passenger's parents/guardians will also be required indicating their agreement to the arrangement.

NAME(S) OF PASSENGER(S)	YEAR GROUP	College use: Agreement letter received from parent/guardian

Student signature: _____ **Date:** _____

Parent/Guardian signature: _____ **Date:** _____